

November, 2001

## **APPENDIX C**

### **SAMPLE FORMS**

The following are sample forms to be used for rappel program documentation purposes. The forms will allow individual rappel programs to organize and document the histories of equipment and training. They were designed to contain all of the pertinent information that has been described in detail in the Interagency Helicopter Rappel Guide.

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Letdown Line Log

ID#: \_\_\_\_\_

Date Put Into Service: \_\_\_\_\_

Date Retired: \_\_\_\_\_

Number of Prior Uses: \_\_\_\_\_

Date	Spotter	Height	End	Inspection Date	Inspector Signature	Remarks/Problems
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## Carabiner Log

ID#: \_\_\_\_\_

Date Put Into Service: \_\_\_\_\_

Date Retired: \_\_\_\_\_

Type of Use (Rappel Anchor or Cargo):

Inspection Date	Inspector Signature	Remarks/Problems
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## Harness Log

ID#: \_\_\_\_\_

Date Put Into Service: \_\_\_\_\_

Date Retired: \_\_\_\_\_

Rappeller Issued To: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Inspection Date	Inspector Signature	Remarks/Problems
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Sample Forms

## Rappel Unit Log

ID#: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

Previous Rappels – Operational:

Other:

Total:

Date	Incident	Location	Purpose	A/C#	Spotter	Rappellers	Remarks
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Descent Device Log

ID#: \_\_\_\_\_ Date Put Into Service: \_\_\_\_\_ Date Retired: \_\_\_\_\_

Number of Prior Uses:

Date	Rappeller (s)	Inspection Date	Inspector Signature	Remarks/Problems
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Rappel Rope Log

ID#: \_\_\_\_\_

Date of Manufacture: \_\_\_\_\_

Date Retired: \_\_\_\_\_

Prior Rappels – A:

B:

Total:

Date	Purpose	Height	End	Rappeller (s)	Inspection Date	Inspector Signature	Remarks/Problems
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Individual Rappel Record

Year: \_\_\_\_\_

Name:	Seasons Experience	Seasons Fire Experience	Age	Height	Weight	Requirement Certification
Number of Previous Rappels   -   Operational:                      Other:                      Total:						

**-----Record of Rappels-----**

#	Date	Location	Purpose	Height	Remarks
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2.	/ /			‘	
3.	/ /			‘	
4.	/ /			‘	
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16	/ /			‘	
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## Rappel Crewmember Training Record

Name: \_\_\_\_\_

Refer to training elements in Interagency Helicopter Guide, Ch. 2. Instructor must sign off as Trainee completes each step.

**1. Rappel Equipment Use and Inspection**

Rappeller can identify, put on, use, properly inspect and maintain rappel equipment (rope, harness, sky genie, nomex®, helmet, gloves and belly bag if used) without error.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

**2. Ground Training**

Rappeller has completed ground training, without procedural error, for the rappel sequence, wearing full gear and correctly identifying hand signals, doing buddy checks, and spotter check.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

**3. Emergency Procedures**

Rappeller understands and can perform, without procedural error, the following emergency situation procedures; lock off, emergency signals (spread eagle, lift out, all clear), emergency tie off and rope cut.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

**4. Low Tower Training**

Rappeller has successfully completed, without procedural error, rappels and emergency procedures from an elevated platform.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ #Rappels: \_\_\_\_\_ A/C Type: \_\_\_\_\_ Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_

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**5. High Tower Training**

Rappeller has successfully completed, without procedural error, rappels and emergency procedures from an elevated platform, 20 ft. Minimum height.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ #Rappels: \_\_\_\_\_ A/C Type: \_\_\_\_\_ Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_

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### Rappel Crewmember Training Record

Name: \_\_\_\_\_

6. Mock-up

Rappeller had completed, without procedural error, actual rappel and emergency simulations in the helicopter with full gear, a partner and spotter, while the helicopter remains on the ground, not running.

Date: ____/____/____	#Rappels: _____	A/C Type: _____	Instructor: _____
____/____/____	_____	_____	Signature: _____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____

7. Helicopter Rappels

Rappeller has successfully completed, without procedural error, the full rappel sequence from a hovering helicopter at various heights up to 250'.

Date: ____/____/____	#Rappels: _____	A/C Type: _____	Instructor: _____
____/____/____	_____	_____	Signature: _____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____
____/____/____	_____	_____	_____

Date certified as a Rappeller: \_\_\_\_/\_\_\_\_/\_\_\_\_      Aircraft Type: \_\_\_\_\_

Spotter/Check Spotter Signature: \_\_\_\_\_

-----X-----

Date certified as a Rappeller: \_\_\_\_/\_\_\_\_/\_\_\_\_      Aircraft Type: \_\_\_\_\_

Spotter/Check Spotter Signature: \_\_\_\_\_

-----X-----

Date certified as a Rappeller: \_\_\_\_/\_\_\_\_/\_\_\_\_      Aircraft Type: \_\_\_\_\_

Spotter/Check Spotter Signature: \_\_\_\_\_

-----X-----

Date certified as a Rappeller: \_\_\_\_/\_\_\_\_/\_\_\_\_      Aircraft Type: \_\_\_\_\_

Spotter/Check Spotter Signature: \_\_\_\_\_

## Spotter Trainee Record

Name: \_\_\_\_\_

**Refer to training elements listed in Interagency Helicopter Guide, Ch. 2. Instructor must sign off as trainee completes each step.**

**1. Rappel Equipment Use and Inspection**

Spotter can use, properly inspect and maintain rappel equipment (rope, harness, sky genie, nomex, helmet, gloves and belly bag) and helicopter rappel equipment (rappel anchor, safety strap attach point, letdown equipment and associated hardware) without error.

Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

**2. Ground Training**

Spotter has completed, without procedural error, ground training rappellers by observing buddy checks, checking rappellers, using hand signals and correcting deficiencies.

Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

**3. Emergency Procedures**

Spotter has performed signals, procedures and communicated with the pilot during the following emergency situation simulations, without procedural error: rappeller stuck on rope, poor environmental conditions (ropes out), aircraft emergency – expedite (ropes out – rappeller on skid, rappeller on rope), aircraft emergency – immediate (ropes out rappeller on skid, rappeller on rope).

Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructor Signature: \_\_\_\_\_

**4. Low Tower Training**

Spotter has successfully directed, without procedural error, rappels and emergency procedures from an elevated platform.

Date: ____ / ____ / ____	#Rappels: _____	A/C Type: _____	Instructor: _____
____ / ____ / ____	_____	_____	Signature: _____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____

**5. High Tower Training**

Spotter has successfully directed, without procedural error, rappels and emergency procedures from an elevated platform, 20 ft. Minimum height.

Date: ____ / ____ / ____	#Rappels: _____	A/C Type: _____	Instructor: _____
____ / ____ / ____	_____	_____	Signature: _____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____
____ / ____ / ____	_____	_____	_____

### Spotter Trainee Record

Name: \_\_\_\_\_

8. Mock-up

Spotter has directed, without procedural error, actual rappel and emergency simulations in the helicopter with a full load of rappellers in complete gear, while the helicopter remains on the ground, not running.

Date: ____/____/____	#Rappels: ____	A/C Type: ____	Instructor: ____
____/____/____	____	____	Signature: ____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____

9. Helicopter Rappels

Spotter has successfully spotted, without procedural error, the full rappel sequence from a hovering helicopter at various heights up to 250'.

Date: ____/____/____	#Rappels: ____	A/C Type: ____	Instructor: ____
____/____/____	____	____	Signature: ____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____
____/____/____	____	____	____

Date certified as a Spotter: \_\_\_\_/\_\_\_\_/\_\_\_\_      Aircraft Type: \_\_\_\_\_

Check Spotter Signature: \_\_\_\_\_

-----X-----

Date certified as a Spotter: \_\_\_\_/\_\_\_\_/\_\_\_\_      Aircraft Type: \_\_\_\_\_

Check Spotter Signature: \_\_\_\_\_

-----X-----

Date certified as a Spotter: \_\_\_\_/\_\_\_\_/\_\_\_\_      Aircraft Type: \_\_\_\_\_

Check Spotter Signature: \_\_\_\_\_

-----X-----

Date certified as a Spotter: \_\_\_\_/\_\_\_\_/\_\_\_\_      Aircraft Type: \_\_\_\_\_

Check Spotter Signature: \_\_\_\_\_

